

Assistant to the Executive Director

Administrative Secretary I

Agency Name:	Dept. of Public Utilities
Official Title:	Administrative Secretary I
Functional Title:	Assistant to the Executive Director
Occupational Group:	Clerical
Position Type:	Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$35,421.62 to \$50,216.14 Annually
Bargaining Unit:	01
Shift:	Day
Confidential:	No
Number Of Vacancies:	1
City/Town:	Boston
Region:	BOSTON
Facility Location:	
Application Deadline:	06-11-2008
Apply Online:	No
Posting ID:	J15093

Duties:

Monitors the activities of the Executive Division; confers with agency staff; maintains liaison with Executive Office of Energy and Environment, reviews and analyzes data concerning the Executive Division and DPU personnel activities; prepares reports; responds to inquiries; and performs related work as required.

The basic purpose of this work is to assist the Executive Director, and the Director of External Affairs in maintaining the DPU's Executive Offices; filing documents in appropriate filing cabinets both accurately and promptly; provide administrative/secretarial support in connection with assigned unit activities such as office services, records management and control, public records inquiries and requests.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, experience in office work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A diploma as evidence of graduation from the business or commercial course of a

recognized high school or vocational/technical high school may be substituted for a maximum of one year of the required experience.*

II. A diploma as evidence of graduation from a course other than the commercial or business course of a recognized high school or vocational/technical high school or possession of a Massachusetts high school equivalency certificate may be substituted for a maximum of eight months of the required experience.*

III. A diploma for completion of a one year, full-time, or equivalent part-time, program in a recognized, non-degree granting business secretarial school above the high school level may be substituted for a maximum of one year of the required experience.*

IV. An Associates or higher degree may be substituted for a maximum of two years of the required experience.*

*Education toward such a degree or diploma will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required experience.

SPECIAL REQUIREMENTS: None.

Preferred Qualifications:

Excellent computer skills, including WP and MS Office

Comments:

This is a Civil Service position.

Salary is commensurate with experience.

How To Apply:

Please mail cover letter and resume to:
Timothy J. Shevlin, Jr.
Executive Director
Department of Public Utilities
South Station, Suite 2C
Boston, MA 02110

posting ID: J15093

Agency Web Address:

<http://www.mass.gov/dpu>

Diversity Officer:

Ms. Gail J. Soares, (617) 305-3692

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.